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# **R u l e s**

OF

THE EXECUTIVE COMMITTEE

OF THE

NEW-YORK HISTORICAL SOCIETY.

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ESTABLISHED 1864.

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(3)

## EXECUTIVE COMMITTEE: 1864.

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FIRST CLASS—FOR ONE YEAR.AUGUSTUS SCHELL, ERASTUS C. BENEDICT,  
BENJAMIN W. BONNEY.

SECOND CLASS—FOR TWO YEARS.

JOHN ROMEYN BROADHEAD, WILLIAM CHAUNCEY,  
CHARLES P. KIRKLAND.

THIRD CLASS—FOR THREE YEARS.

GEORGE FOLSOM, GEORGE GIBBS,  
ROBERT L. STUART.

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OFFICERS OF THE SOCIETY: 1864.FREDERIC DE PEYSTER, *President.*THOMAS DE WITT, D.D., *First Vice-President.*BENJAMIN ROBERT WINTHROP, *Second Vice-President.*GEORGE BANCROFT, LL.D., *Foreign Corresponding Secretary.*SAMUEL OSGOOD, D.D., *Domestic Corresponding Secretary.*ANDREW WARNER, *Recording Secretary.*BENJAMIN H. FIELD, *Treasurer.*GEORGE HENRY MOORE, *Librarian.*[*The Officers of the Society are members, ex officio, of the Executive Committee.*]

## OFFICERS OF THE EXECUTIVE COMMITTEE

ELECTED JANUARY 19TH, 1864.

AUGUSTUS SCHELL, *Chairman.*GEORGE H. MOORE, *Secretary.*

## STANDING COMMITTEES OF THE EXECUTIVE COMMITTEE.

<i>Finance.</i>	<i>Papers.</i>	<i>Library.</i>
MR. WARNER,	MR. WINTHROP,	MR. FOLSOM,
“ CHAUNCEY,	“ BENEDICT,	“ GIBBS,
THE TREASURER.	“ BONNEY.	THE LIBRARIAN.
<i>Publications.</i>	<i>Anniversary.</i>	<i>Building.</i>
MR. BRODHEAD,	MR. BENEDICT,	MR. FIELD,
“ FOLSOM,	“ KIRKLAND,	“ STUART,
“ MOORE.	DR. OSGOOD.	“ WINTHROP.

## R U L E S .

### OFFICERS.

I. The Officers of the Executive Committee of the New-York Historical Society shall be a Chairman and Secretary, who shall be elected annually by ballot at the first meeting of the Committee after the Annual Meeting of the Society, and shall hold their offices respectively for one year, and until others shall be chosen in their places.

### CHAIRMAN.

II. It shall be the duty of the Chairman to preside at all meetings of the Committee, to preserve order and decide all questions of order, subject to an appeal to the Committee, to appoint all Committees not otherwise expressly provided for, and to sign all approved bills, warrants or orders in writing, upon the Treasurer. He shall prepare and present all reports to the Society from this Committee, unless otherwise specially ordered, and in the month of December in each year shall prepare the general report to the Society required by the By-Laws, which after approval by the Committee he shall present at the following Annual Meeting.

### SECRETARY.

III. The Secretary shall have the custody of the Correspondence and Records of the Committee. He shall, under the direction of the Chairman, give due notice of the time and place of all meetings of the Committee, and attend the same. He shall keep fair and accurate records of the Proceedings of the Committee. He shall give immediate notice to the Officers and all Committees, of all votes, resolves and proceedings of the Executive Committee, affecting them or appertaining to their respective duties. He shall certify all official acts and proceedings of the Committee.

### CHAIRMAN PRO TEMPORE.

IV. In the absence of the Chairman, a Chairman *pro tempore* may be appointed, who shall possess the powers, and perform the duties of the Chairman, for the time being.

## MEETINGS.

V. The Executive Committee shall meet statedly for the transaction of business at the Library, on the third Tuesday of every month at the hour of meeting of the Society, and also on the same evening on which the Society shall meet half an hour before the meeting of the Society, unless otherwise specially ordered. But the Chairman, or in his absence or disability the Secretary, may and upon the written request of any two members shall, call a special meeting, giving due notice thereof to the members.

## ORDER OF BUSINESS.

VI. At all meetings of the Committee the following shall be the order of business :

1. Reading and approving the Minutes.
2. Communications from the Society.
3. Reports from Standing Committees.
4. Reports from Special Committees.
5. Special Orders.
6. Unfinished Business.
7. Miscellaneous Business.

## STANDING COMMITTEES.

VII. There shall be appointed annually by the Chairman the following Standing Committees, viz :

1. A Committee of Finance (of which the Treasurer shall be a member).
2. A Committee on Papers.
3. A Committee on the Library (of which the Librarian shall be a member).
4. A Committee on Publications.
5. A Committee on the Anniversary.
6. A Committee on the Building.

## COMMITTEE ON FINANCE.

VIII. It shall be the duty of the Committee of Finance to consider and report upon all subjects connected with the finances of the Society, which may be from time to time committed to them by the Executive Committee. They shall also examine all bills for account of the Society; and if such bills be found correct, shall report them as examined and found correct to the Executive Committee for its approval, preparatory to their payment by the Treasurer.

## COMMITTEE ON PAPERS.

IX. The Committee on Papers shall make suitable and timely arrangements for the papers to be read at the meetings of the Society, and report thereon from time to time to the Executive Committee.

## COMMITTEE ON THE LIBRARY.

X. It shall be the duty of the Committee on the Library generally to superintend the interest of the Library, and execute all such duties therewith connected as may from time to time be committed to them by the Committee.

## COMMITTEE ON PUBLICATIONS.

XI. It shall be the duty of the Committee on Publications to exercise a general supervision of the publications of the Society, and perform such special duties therewith connected as may be from time to time assigned to them by the Executive Committee.

## COMMITTEE ON THE ANNIVERSARY.

XII. The Committee on the Anniversary shall be charged generally with the arrangements for its proper celebration.

## COMMITTEE ON THE BUILDING.

XIII. The Committee on the Building shall have the general superintendence of the same, together with its appurtenances.

## SPECIAL COMMITTEES.

XIV. All Special Committees shall consist of three members each, and be appointed by the Chairman, unless otherwise expressly ordered, and their reports shall be in writing.

## AYES AND NOES.

XV. Upon the call of any member, the ayes and noes shall be recorded.

## QUORUM.

XVI. At all meetings of the Committees, five members shall constitute a quorum for the transaction of ordinary business; but no appointment to or removal from office, or alteration of the rules, or appropriation of money, excepting for the payment of ordinary bills, shall be made without a quorum of at least a majority of all the members of the Committee for the time being.















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